



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

Dear Colleague:

Thank you for your recent inquiry regarding registration with the U.S. Agency for International Development (USAID). The following materials are enclosed to assist you in the registration process.

1. Voluntary Foreign Aid Programs lists USAID-registered, U.S.-based private and voluntary organizations engaged in development assistance abroad.
2. USAID-PVO Partnership brochure provides historical background information on the relationship between USAID and PVOs, and the conditions of registration for U.S. PVOs.
3. Conditions of Eligibility for Non-U.S. PVOs is an excerpt from the USAID Handbook 3 and details the requirements for Non-U.S. PVOs to register with USAID.
4. The Executive Contact Form used to list your organization in the Non-U.S. PVO Executive Contact List.
5. The Registration Checklist for New Applicants (Non-U.S. PVOs), assists in assuring that nine (9) documents are submitted.

Please submit your registration material to:

Mary Q. Newton, Registrar
USAID/BHR/PVC/IPS
1300 Pennsylvania Avenue, N.W.
Room 7.06-091
Washington, DC 20523-7600
USA

Sincerely,

Mary Newton
Registrar
Private and Voluntary Cooperation
Bureau for Humanitarian Response

Enclosures: a/s

INTERNATIONAL EXECUTIVE CONTACT

(Current Information Requested)

IPVO Name: _____

Acronym (if applicable): _____

IPVO Address: _____

City

Country

IPVO Phone No. (____) _____ *FY End Date* _____

IPVO Fax No. (____) _____

Internet Address _____

Executive Contact _____ *Title* _____

Financial Officer _____ *Title* _____

Program Officer _____ *Title* _____

How many Board members are there? _____

How Many staff members serve on the Board? _____

Are Board members compensated for their service on that Board? Yes/No

(If yes, submit explanation of compensation)

If Board members are not listed elsewhere, enclose Name and Address listing.

Top 5 Salaries and Allowance(s)

	<i>Name</i>	<i>Title</i>	<i>Salary</i>	<i>Allowances</i>
1.	_____	_____	\$ _____	\$ _____
2.	_____	_____	\$ _____	\$ _____
3.	_____	_____	\$ _____	\$ _____
4.	_____	_____	\$ _____	\$ _____
5.	_____	_____	\$ _____	\$ _____

REGISTRATION CHECKLIST FOR NEW APPLICANTS

(Non-U.S. PVOs)

NAME OF PVO: _____

Date Rec'd. _____

Date to DI _____

REGISTRATION DOCUMENTS (Must be in English, with all figures converted to U.S.dollars)

1. _____ Copy of the Articles of Incorporation.
2. _____ Copy of Charter, Bylaws, or Constitution.
3. _____ A letter describing the purpose of the organization, its methods of management, and the scope of the program.
4. _____ Copy of statement of tax exemption or a comparable document required by your government, if available.
5. _____ Latest financial statement prepared by an independent (chartered) accountant/ auditor who can certify, in accordance with generally accepted accounting principles, that the organization is financially viable.
6. _____ Annual report of program activities (within last year) or document of similar import.
7. _____ Names and addresses of members of the board of directors and the average number of board meetings held annually.
8. _____ Executive Contact Form (enclosed).
9. _____ Letter of reference from a USAID office, mission, or bureau interested in the possibility of working with your organization.

PLEASE RETURN CHECKLIST WITH DOCUMENTS

DOCUMENTS MUST BE SUBMITTED IN **DUPLICATE**
AND FOR THE SAME REPORTING PERIOD.

Conditions Of Eligibility For Registration For Non-U.S. PVOs

To be eligible, a "voluntary" agency must be philanthropic and/or public-service oriented. It must also be nonprofit, nonpolitical, and nongovernmental. Research organizations, universities, colleges, other similarly structured and accredited institutions of learning, and churches or organizations engaged exclusively in religious activities are excluded from eligibility. A prospective registrant should be able to successfully demonstrate the following to the USAID Registrar:

Requirement No. 1

Condition:

It is a legal entity organized under laws of the country in which it is domiciled.

Documentation Requirement:

Articles of incorporation, bylaws, relevant documents establishing legal status, and a statement as to the location of the organization's principal offices.

Requirement No. 2

Condition:

It is a private, nongovernment entity and receives funds from private sources.

Documentation Requirement:

The latest audited financial statement.

Requirement No. 3

Condition:

It is a voluntary organization (for example, receives voluntary contributions of money, staff time, or in-kind support from the public).

Documentation Requirement:

Latest annual report or similar document and financial statements.

Requirement No. 4

Condition:

It operates on a not-for-profit basis and has tax exemption under the laws of its country of domicile/operation, if such laws exist and are appropriate.

Documentation Requirement:

Statement of tax exemption or a comparable document required by the country of its origin.

Requirement No. 5

Condition:

It is engaged in voluntary charitable or development assistance operations of a nonreligious nature, which are consistent with the purposes and objectives set forth in the Foreign Assistance Act, or PL 480, and are described in the application and supporting documents submitted to USAID

Documentation Requirement:

Latest annual report or similar document describing the development assistance operations.

Requirement No. 6

Condition:

It prepares annual financial statements, and these statements indicate that the organization has the financial resources available to function in the absence of USAID support.

Documentation Requirement:

The most recent audited financial statements, including balance sheet; statement of support, revenue, and expenditure; and statement of change in financial positions prepared in accordance with generally accepted accounting principles disclosing administrative, program, and fund-raising costs and separately disclosing overseas programs costs and sources and amounts of funds received for overseas programs.

Requirement No. 7

Condition:

It is controlled by an active and responsible governing body, which maintains effective policy and administrative control, meets at least annually, and has members who serve without compensation; if paid officers serve on the governing body, they cannot constitute a majority in any decision.

Documentation Requirement:

The names and addresses of board members and the minutes of meetings or excerpts from minutes that demonstrate that the board holds meetings at least annually.

Requirement No. 8

Condition:

Under its own established priorities and programs, it obtains, expends, and distributes its funds and resources in conformity with accepted ethical standards, without unreasonable cost for promotion, publicity, fund-raising, and administration. USAID shall consider fund-raising costs as unreasonable if they exceed 20 percent of the total cash and in-kind contributions to the organization (as reflected in the audited financial statement). Combined fund-raising and administration costs are considered unreasonable if they exceed 50 percent of the total cash and in-kind contributions.

Documentation Requirement:

A certification that audited financial statements are available to the public upon request and a statement indicating salaries and allowances of the top five principal headquarters positions and country director positions.